

WASHINGTON COUNTY
Class Description & Specifications

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| Class Title: | Justice Court Clerk | Job Code: | 1030 |
| Division: | Administration | Effective Date: | 6/93 |
| Career Service: | Yes | Last Revised | 10/08 |

GENERAL PURPOSE

Performs a variety of routine to complex clerical duties as needed to maintain comprehensive records, reports, accounts, or files related to activities of the Washington County Justice Court.

SUPERVISION RECEIVED

Works under the direct supervision of the Supervisor; under the general supervision of the Justice Court Administrator.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Performs functions of a cashier, which includes accepting, posting, and processing payments, credits and other financial transactions.

Performs accounting functions ranging from balancing daily work to processing unusual and complex financial transactions. Maintains comprehensive index files, forms, reports, and records.

Operates computer terminal to input and retrieve information related to statistics, records, reports, accounts and services. Greets the public over the counter and on the telephone. Responds to questions related to judicial services and functions.

Maintains official court dockets and associated papers; posts official entries reflecting pertinent facts; maintains financial records and judgments related to disposition of each court case; maintains a follow-up file on all pending court cases including financial matters.

Schedules arraignments, pre-trial and other pre- and post-judgment hearings, as well as jury and non-jury trials; prepares and maintains the court calendars of these events.

Coordinates and tracks community service, life skills, rehabilitation, evaluations, commitment orders, etc. that are ordered by the Judge; opens, reviews, and distributes mail for the court; maintains liaison and communications with agencies associated with the criminal justice system.

Prepares, assembles, and checks materials for each court session; establishes and routes case files; prepares and routes notices according to required procedures. Arranges prisoner transportation to and from court. Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.

Issues stay dates; issues and recalls bench warrants, pick-up orders, and commitment orders; processes expungements; issues and enters information, pleadings, motions, summonses, subpoenas, minute findings, judgments, and orders made by the courts. Maintains follow-up procedures to monitor when payments are due.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school or equivalent;

AND

B. Two years of clerical work experience. Court or legal experience preferred.

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Knowledge of office management systems, filing procedures, bookkeeping and accounting procedures, court policies and procedures, legal terminology and court documents.

Thorough knowledge of basic alpha and numerical filing procedures; general office management procedures; modern clerical techniques and procedures, basic computer terminal operations and word processing (Word Perfect software experience preferred);

Must develop effective working relationships with supervisors, fellow employees, and the public; work independently when supervision is not readily available; maintain confidentiality as needed to assure responsible public and administrative interactions.

Ability to follow directions, prioritize tasks, work under pressure and impending deadlines; work independently with a minimum of supervision.

3. Special Qualifications:

Ability to type 40 wpm.

Verbal proficiency in Spanish ideal, but not required.

Ability to perform complex clerical work requiring the use of independent judgment; keep accurate records; communicate effectively verbally and in writing; work in an environment requiring considerable accuracy, organization, and timely preparation of materials; interpret and follow oral and written instructions; accurately record the text of a trial and work under stress.

4. Work Environment

Work normally performed in comfortable office setting. May be required to stand for prolonged periods of time. Continuous use of eye, hand, finger dexterity; tasks require attention to detail and discriminating thinking. Occasional travel required in the normal course of performing job duties.